

## ***EDITORIAL CHECKLIST***

### **Style:**

GPO \_\_\_\_\_

Document \_\_\_\_\_

Chicago \_\_\_\_\_

Editor \_\_\_\_\_

Other \_\_\_\_\_

Date \_\_\_\_\_

Project Director \_\_\_\_\_

### ***GENERAL INSTRUCTIONS***

Write neatly using a red pen or pencil.

Use ***standard*** editing marks.

Place changes and additions above the lines or in the margins.

Make a glossary of all words that should be treated consistently.

Number all pages sequentially adding a, b, c, etc. to inserts.

Review and correct spelling, grammar, and punctuation.

Correct inconsistencies.

**Note** awkward and confusing sections.

**Note** major organizational problems.

### ***ADDITIONAL COPYEDITING TASKS***

- \_\_\_\_\_ Make a Table of Contents for text and exhibits.
- \_\_\_\_\_ Verify text headers and exhibit titles with Table of Contents.
- \_\_\_\_\_ Format document.
- \_\_\_\_\_ Correct footnote numbers.
- \_\_\_\_\_ Correct page numbers.
- \_\_\_\_\_ Mark headers.
- \_\_\_\_\_ Add typist/typesetter instructions.
- \_\_\_\_\_ Mark end-of-line hyphens for deletion or retention.
- \_\_\_\_\_ Make all tables consistent.
- \_\_\_\_\_ Check consistency of text; rewrite when necessary.
- \_\_\_\_\_ Check pronouns; make sure all have clear antecedents; replace with nouns or rewrite.
- \_\_\_\_\_ Correct text for active voice whenever appropriate.
- \_\_\_\_\_ Eliminate offensive language.
- \_\_\_\_\_ Spell out acronyms and abbreviations at first mention.
- \_\_\_\_\_ All referenced exhibits and footnotes follow the text reference.
- \_\_\_\_\_ Check cross references for accuracy and consistency.
- \_\_\_\_\_ Put bibliography and footnotes in consistent format.

### ***EDITING, REWRITING, AND RELATED TASKS***

- \_\_\_\_\_ Check math, numbers, problem, answers to questions.
- \_\_\_\_\_ Check descriptions in exhibits against text information.
- \_\_\_\_\_ Review entire document and delete unnecessary sentences and paragraphs.
- \_\_\_\_\_ Add or delete heads and subheads as appropriate.
- \_\_\_\_\_ Check organization and reorganize if necessary.
- \_\_\_\_\_ Rewrite awkward and confusing sections.
- \_\_\_\_\_ Review logic; strengthen weak points.
- \_\_\_\_\_ Write transitions.
- \_\_\_\_\_ Check accuracy of content.

## ***PROOFREADING CHECKLIST***

### ***GENERAL INSTRUCTIONS***

Mark all typos.

Question missing pages, blanks in text, errors to alphabetical or number sequence.

Indicate first mention of exhibits, footnotes, and appendices.

Correct misspellings.

Compare table of contents with text, mark differences.

Check capitalization, misalignment, spacing, notation, punctuation. Question inconsistencies.

Check for problems in running headers, placement of exhibits following references, spacing, etc.

Ignore: I

Mark for correction: M

Question: Q

- \_\_\_\_\_ Page widows
- \_\_\_\_\_ Paragraph widows:
  - \_\_\_\_\_ Any divided word
  - \_\_\_\_\_ Word or syllable less than \_\_\_\_\_ characters
- \_\_\_\_\_ Word division errors
- \_\_\_\_\_ Grammatical errors
  - \_\_\_\_\_ Obvious only
  - \_\_\_\_\_ Moderate faults
  - \_\_\_\_\_ All
- \_\_\_\_\_ Punctuation errors
  - \_\_\_\_\_ Obvious only
  - \_\_\_\_\_ Moderate faults
  - \_\_\_\_\_ All
- \_\_\_\_\_ Editing inconsistencies (capitalization, spelling, abbreviation, etc.)
  - \_\_\_\_\_ Obvious only
  - \_\_\_\_\_ Moderate faults
  - \_\_\_\_\_ All
- \_\_\_\_\_ Editorial problem (makes no sense, obvious omissions, etc.)
  - \_\_\_\_\_ Obvious only
  - \_\_\_\_\_ Moderate faults
  - \_\_\_\_\_ All
- \_\_\_\_\_ Mechanical faults (misaligned characters or headers, etc.)
  - \_\_\_\_\_ Obvious only
  - \_\_\_\_\_ Moderate faults
- \_\_\_\_\_ Spacing errors (line spacing, indentation, justification, etc.)
  - \_\_\_\_\_ Obvious only
  - \_\_\_\_\_ Moderate faults

Document \_\_\_\_\_ Style \_\_\_\_\_ PD \_\_\_\_\_ Proofreader \_\_\_\_\_

Special instructions:

## ***READ-BEHIND CHECKLIST***

- \_\_\_\_\_ Review editing checklist and instructions.
- \_\_\_\_\_ Review editor's style sheet.
- \_\_\_\_\_ Spot-check items to see if editor followed instructions.
- \_\_\_\_\_ Check levels of headers; check headers against the Table of Contents.
- \_\_\_\_\_ Check the editing for readability.
- \_\_\_\_\_ Check style decisions against manual.
- \_\_\_\_\_ Check first references for all exhibits, tables, and footnotes.
- \_\_\_\_\_ Check footnote sequence.
- \_\_\_\_\_ Compare all exhibits to text descriptions.
- \_\_\_\_\_ Check tables for consistency of style.
- \_\_\_\_\_ Check footnotes for consistency of style.
- \_\_\_\_\_ Check lists for punctuation and style consistency.
- \_\_\_\_\_ Resolve editor's questions when possible.
- \_\_\_\_\_ Check format for consistency.
- \_\_\_\_\_ Check math.